

Case Management/Electronic Case Files (CM/ECF)

User's Manual

Overview

Background and Introduction

The Case Management/Electronic Case Files System (CM/ECF) is an electronic filing system used by the U. S. Court of International Trade, which will enable you to query the status of court cases, to view docket entries and to run case-related reports. In the near future (projected date is the Second Quarter 2003), you will be able to electronically file motions, pleadings, and other case-related documents with the Court.

Difference Between the Training and Live Databases

You will notice two databases and two separate Universal Resource Locator (URL) internet addresses for the CM/ECF system. One database is the **Training** Database and the other is the **Live** Database.

The **Training** Database is used to help users learn to navigate the system. You cannot harm the data in the Training Database. The URL address for the Training Database is <http://ecf-train.cit.uscourts.gov>.

With one or two exceptions, the screen illustrations used throughout the manual are taken from the **Training** Database.

The **Live** Database is where you will electronically file documents with the Court. Once you file a document with the Court, all parties associated with the case will be able to view it. More importantly, once a document is electronically filed with the Court, it cannot be retrieved. Therefore, when you are in the **Live** Database, please be sure that the actions you take are actions that you intend for the Court to act upon. The URL address for the Live Database is <http://ecf.cit.uscourts.gov>.

Presently, for the Case Management (CM) portion of the system, attorneys have read-only access. Therefore, you cannot harm the system. Once attorneys have access to the Electronic Case Files (ECF) portion of the system, the distinction between the Training and Live Databases will become critical to the users. Please ensure that you are accessing the appropriate database.

Working with the CM/ECF System

Introduction When working with the CM/ECF System, you will notice certain conventions used throughout that will help you to navigate the system.

**Windows
Conventions for
the CM/ECF
System**

You will see the following prompts throughout the system:

Back

This button on the Netscape Toolbar allows you to return to a previous screen and correct an entry made on it.

Clear

This button on the screen clears all characters entered in that particular box.

Ctrl

This key on the keyboard allows you to select multiple entries within a given category by pressing and holding down on the **Ctrl** key when selecting entries.

Tab

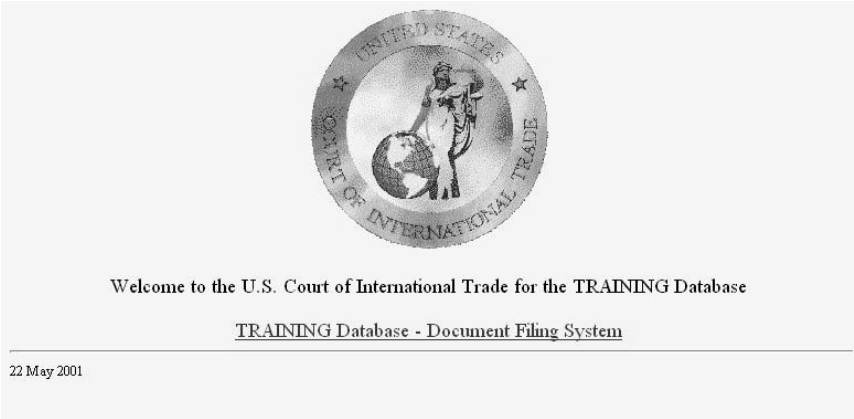
This button on the keyboard allows you to move from one field to another within a screen.

Continued on next page

Working with the CM/ECF System, Continued

Accessing the CM/ECF Training Database

To access the CM/ECF **Training** Database, follow the steps outlined below.

Step	Action
1	Start Netscape Navigator .
2	Type in the following URL internet address: http://ecf-train.cit.uscourts.gov .
3	Click on Continue when the Security Information appears.
4	Click on Training Database – Document Filing System . 

Continued on next page

Working with the CM/ECF System, Continued

Accessing the CM/ECF Training Database

Continue with the steps outlined below to access the CM/ECF **Training Database**.

Step	Action
5	<p>Enter your login and password in the appropriate fields. Note: Be careful when you input your login and password since they are case sensitive. If you forgot your password, please call the CM/ECF Help Desk at 1-866-450-1859.</p> <div data-bbox="542 737 1406 1260"> <p>ECF Login</p> <p>Notice This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.</p> <div data-bbox="558 955 928 1089"> <p>Authentication</p> <p>Login: <input type="text"/></p> <p>Password: <input type="password"/></p> </div> <p><input type="button" value="Login"/> <input type="button" value="Clear"/></p> <p><i>CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x.</i></p> </div>
6	Click Login to continue.

Continued on the next page

Working with the CM/ECF System, Continued

Accessing the CM/ECF Training Database

Continue with the steps outlined below to access the CM/ECF **Training** Database.

Step	Action
7	<p>Result: The CM/ECF screen with the available CM/ECF System Options, for example, Civil, Query, Reports, etc., appears.</p> 
8	<p>Congratulations! You have accessed the Court's Training Database. Explore it to become familiar with its features. You cannot hurt anything here.</p>

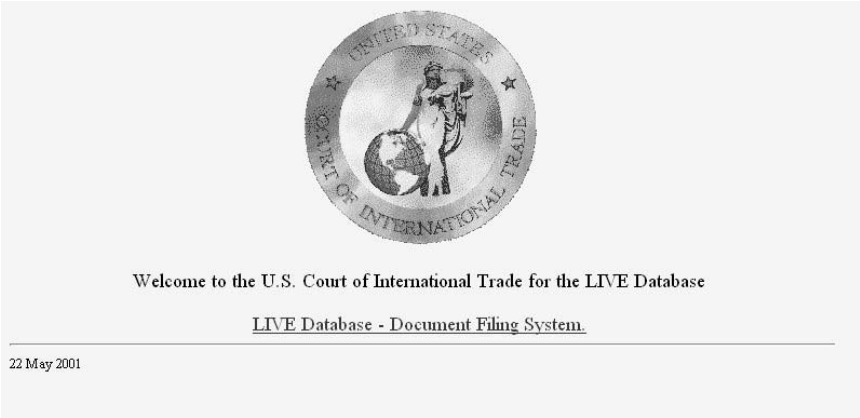
Continued on next page

Working with the CM/ECF System, Continued

Accessing the CM/ECF Live Database

To access the CM/ECF **Live** Database, follow the steps outlined below.

Reminder: This is live data in the Clerk's Office. However, because you have read-only access for this portion of the Case Management (CM) System, you cannot hurt anything here.

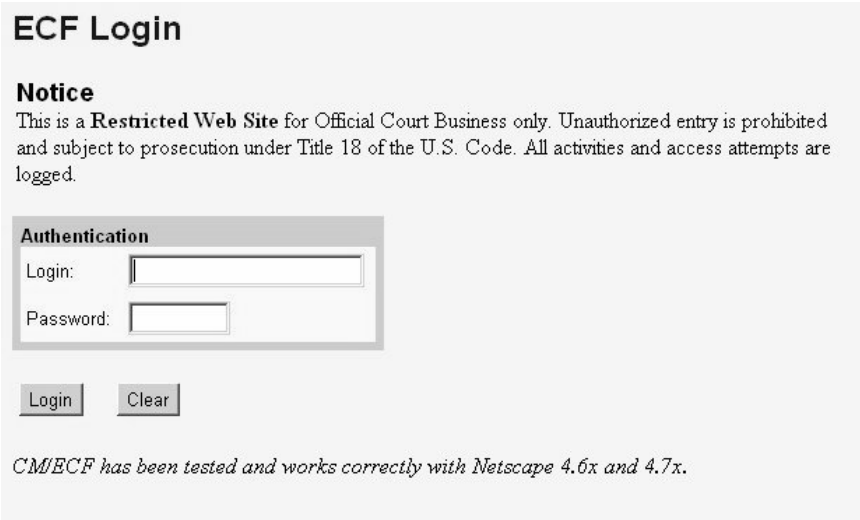
Step	Action
1	Start Netscape Navigator .
2	Enter the following URL address: http://ecf.cit.uscourts.gov .
3	Click on Continue when the Security Information dialog box appears.
4	Click on Live Database – Document Filing System . 

Continued on next page

Working with the CM/ECF System, Continued,

Accessing the CM/ECF Live Database

Continue with the steps outlined below to access the CM/ECF **Live** Database.


Step	Action
5	<p>Result: The ECF Login screen appears.</p> 
6	<p>Enter your login and password in the appropriate fields. Note: Be careful when you input your login and password since they are case sensitive. If you forgot your password, please call the CM/ECF Help Desk at 1-866-450-1859.</p>
7	<p>Click Login to continue.</p>

Continued on next page

Working with the CM/ECF System, Continued

Accessing the CM/ECF Live Database

Continue with the steps outlined below to access the CM/ECF **Live** Database.

Step	Action
8	<p>Result: The CM/ECF screen with the available CM/ECF System Options, for example, Civil, Query, Reports, etc., appears. See the following page for a brief overview of the available options and submenus.</p> 
9	<p>Congratulations! Now you are looking at live data in the Clerk's Office.</p>

Continued on next page

Working with the CM/ECF System, Continued

CM/ECF System Options

The following options are part of the overall CM/ECF System:

Civil Query Reports Utilities Logout

Civil

Restricted to the USCIT Case Management staff at this time. With this option, members of the USCIT staff open cases and complete docket entries.

Query

Query attorneys assigned to a case, deadlines and schedules, docket sheets, related transactions and the status of cases. Available query menu options include the following.

Alias	Filers
Associated cases	Party
Attorney	Related Transactions
Deadline/Schedules	Status
Docket Sheet (Report)	

Reports

Run reports on the calendar events, cases filed and the docket sheet. Available report menu options include the following.

Calendar Events	Docket Sheet
Cases Filed	

Utilities

View transactions made to a case, mailing information for a case, and verify a list of docket entries associated with a case. Available utilities menu options include the following.

Viewing Your Transaction Log	Verifying a Document filed in a Case
Mailing Information	

Logout

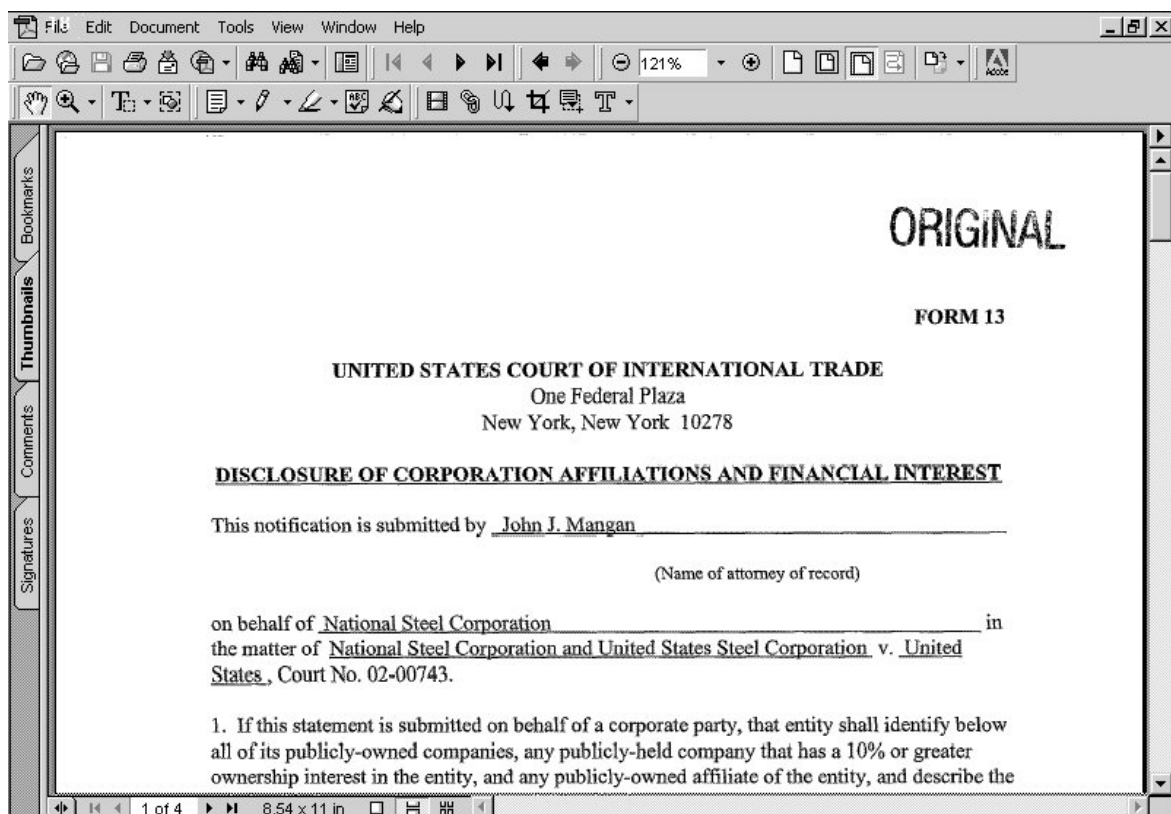
Logout of the system.

Working with the CM/ECF System, Continued

Working with Documents in PDF

When you access documents filed in an action from the docket sheet, you will notice that they appear in **Portable Document Format (PDF)**. You may view and print the documents in their entirety but you may not edit them. Below is a copy of a document in PDF format and the icons that will help you to navigate the document. **Note:** Not all the search features are available in the CM/ECF System.

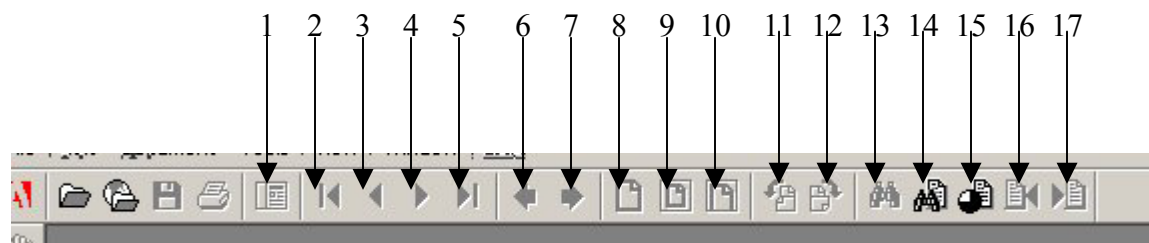
Adobe Acrobat is a free application used to read, print and display PDF documents. It is available at www.adobe.com. Refer to Adobe's documentation and web site for help with Acrobat Reader.



Continued on next page

Working with the CM/ECF System, Continued

PDF Navigation Icons The following table illustrates the PDF navigation icons and their respective functions.

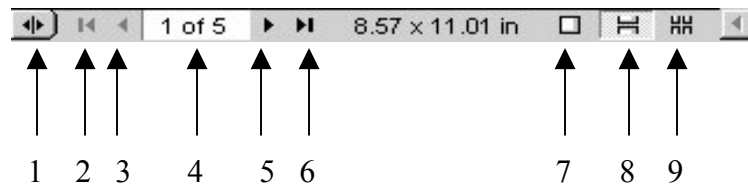


Icon Number	Function
1	Show/Hide navigation pane
2	Brings you back to the first page of the document
3	Brings you back to the previous page in the document
4	Advances you to the next page in the document
5	Advances you to the last page in the document
6	Brings you back to the last PDF document you viewed
7	Advances you to the next PDF document
8	Displays a document in its actual size
9	Fits the document within a window
10	Fits the width of the document within a window
11	Rotates view counterclockwise
12	Rotates view clockwise
13	Finds information in a document (not available in CM/ECF)
14	Search feature (not available in CM/ECF)
15	Search results (not available in CM/ECF)
16	Jumps to previous highlight (not available in CM/ECF)
17	Jumps to the next highlight (not available in CM/ECF)

Working with the CM/ECF System, Continued

Additional PDF Navigation Icons

The following table illustrates additional PDF navigation icons (and their respective functions) that may appear on the documents. The location of these icons on the screen may differ, that is, on some screens the icons may appear at the bottom of the screen (see the sample PDF document on **Introduction-10**), on others they may appear on the left side of the screen.



Icon Number	Function
1	Reveals the bookmark feature of the PDF document.
2	Brings you to the first page of the document
3	Brings you back to the previous page in the document
4	Displays the number of pages in the document and the present page number
5	Advances you to the next page in the document
6	Advances you to the last page in the document
7	Displays a single page view of the document
8	Displays two pages of the document at once
9	Displays four pages of the document at once

Need Help?

If you need help while working with the CM/ECF System, please call the Court's **CM/ECF Help Desk at 1-866-450-1859**.

Reporting Corrections & Changes to the Manual

To report any changes or corrections to the CM/ECF Manual, please complete the **Errata Reporting Form**. The form may be found in the Appendix. Please fax the form to the Court's **Training Specialist at (212) 264-0441**.